GUIDELINES
For adding material to the
Thomas R Wickenden Families website

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As mentioned in the "About Us" section of the Thomas R Wickenden Families website (www.thomas-r-wickenden-families.com) , this site is envisioned as an update of the *Memoirs* book that was written by the eight children of Thomas Rogers and Ida Consaul Wickenden in 1962. It is organized into three main sections. **1) Family History** has pages for the parents, grandparents, ancestors of Thomas Rogers and Ida Consaul Wickenden, including the Wicken, some of whom established the Wicken den. **2) Thomas Rogers Wickenden Families** has pages for each of the eight children of Thomas Rogers and Ida Consaul Wickenden, and each contains a list of descendants and a chapter from the original *Memoirs* book. **3) Other Wickenden Families** has pages for the siblings of Thomas Rogers and Ida Consaul Wickenden and of Charlotte Quaife Wickenden and for other, mostly American, Wickenden families.

 If you are interested in contributing a page or part of a page to this website, please let me know.   There are three ways you can add to the website:

> **Option 1. Edit your Page on the Site Yourself** - You will need to subscribe to www.SITE123.com by scrolling to the bottom of the home page and entering your email into the Subscribe box at the very end. Then go through the 3 steps to set up a free site. (You can ignore this, play with a site and delete it, or use it for picture albums of your own family - see option 3 below). Then, let me know by email, and I will sign you up as a "contributor" to our thomas-r-wickenden site. You can then begin work on your family's page on this website. You log in with your user name and password, and it gives you editorial access to our website. You can use your free site for fun, for experience, for the future, or for your own family website (see option 3, below).

> **Option 2. Give Me Your Materials to Edit –** Alternatively, you can send me the text, documents and pictures you would like to add to our site, and I will load them up according to your instructions.

> **Option 3. Build and Link Your Own Family Site** – Using the free page you get just for signing up with SITE123, you could build out the site for your own family stories, documents, links, social media, etc. Then simply link your site to your family page on this site. You can also upgrade your site to a larger, paid site, and also link it to our site.

If you choose Option 1 or Option 3 and wish to develop your own family's page on our site or your own family site, these guidelines may be useful, although you may wish to ignore them, jump right in, and learn by doing. However, if you don't have the time, this is a summary of what I have learned from developing the **Thomas Howard Wickenden** page in the **Thomas Rogers Wickenden Families** section of the **thomas-r-wickenden-families** website. This website had been developed using a new, easy site builder called SITE123. If you have questions, you can always chat (24x7) with the editors of SITE123.

Their responses are very helpful and timely. There is also a support center and a learning center on the home page of SITE123 that has lots of tutorials, instructions and FAQ's.

INTRODUCTION

1. Take a look at the **Thomas Howard Wickenden Family** page within the Thomas Rogers Wickenden Families section of the website. You will see an example of a family page. You do not have to copy this page, but you will note that it has the following structure:

   a. A link to a family tree (using www.WikiTree.com) and a list of descendants
      i. The link can be used to navigate to any portion or view of the Wickenden family tree, of which there are many, including the descendant tree
      ii. Each person in the tree has a Profile with their information that can be edited
      iii. Each profile can be used to add, navigate to and then edit spouses, siblings and children

   b. First generation family (e.g., Thomas Howard and Dee Shuman Wickenden)
      i. Summary text
      ii. Pictures of husband and wife and family
      iii. Links to
         1. Memoir chapter from *Memoirs*
         2. Additional memoirs documents
         3. Album(s) of family photos
         4. Personal and Professional websites or other materials

   c. Second generation families (e.g., Mary Dee and Thomas Clinton)

   d. Third generation families following each second generation (e.g., Barbara, Sally and Cindy)

   e. Fourth generation families following each third generation, with mention of any additional children.

   NOTE: The Wikitree software will maintain privacy and will not display publically any detail information on any living person. You should be careful about information you provide (and therefore make public) on the Wickenden Families website.

EDITING

1. You probably will want to focus on building out the Thomas Rogers Wickenden Families page for your own immediate ancestor.
2. You should feel that you own this page and design and develop it any way that you want.
3. However, you are also welcome to use the same format I used for the Thomas Howard Wickenden family page – or to suggest edits to any of the other sections, but please let me know before you change something other than your own family page.
4. To edit something on your family page, you need to start in the Edit mode, select Pages, and then click on a series of edit commands, working from left to right.
5. To edit the face page photo (currently a coat of arms placeholder), you need to select edit a few times to get to the page and then also scroll down the page itself to find and edit the photo using a separate set of commands, which also include a set of filters and a cropping function. You can delete the current photo and insert a new one from your own computer.

6. Each Families page already has that individual's chapter from the *Memoirs* book inserted. Please do not delete this link, since it is the only link to this chapter of the *Memoirs* book. If you modify the document that is linked here, please add a note describing the modification.

7. You may add material before this link and, of course, after the link, i.e., repositioning the link to the *Memoirs* chapter on the page.

8. To remove or revise a link, look at the smaller boxed set of commands that opens when you select a link. Select the "Unlink" command. Then delete the name of the former link. Then start over to add a new link.

9. You can add text, links and pictures of photos or documents, using the icons in the menu box.

10. You may want to add a few key photos by inserting an image in strategic locations, to keep the viewer interested. You can mix a photo with text by selecting the In-line command. You can move a photo to the right, middle, or left by selecting the Align command.

11. However, to conserve space, you may want to attach lengthy documents and picture galleries by inserting a link.

12. I have used the PowerPoint photo gallery to attach multiple photos, and it seems to work well, although there are others available.

13. Feel free to add links to personal websites and to social media you may already be using.

GENERAL GUIDELINES

14. Remember, you can always use the "undo" circular arrow, so it's fairly easy to explore and learn by doing and then correct any mistakes.

15. The edit, save, and publish functions are amazingly quick, as are the change of format, etc., so have fun exploring and learning by doing. Don't be afraid to try things and then undo.

16. The more often you repeat a sequence of steps to edit your page, the easier it is to remember and repeat them, so try, try and try again until you succeed.

17. In general, you always have to go through a sequence of edit commands to get to what you want to change. Sometimes you will be "previewing" something and go to change it before you realize that you are not in edit mode for that feature. In this case, go back to the last edit mode and then proceed.

18. **Remember to save and then publish** before you exit the site. You will see reminders to save, but it's good to get into the habit. Publishing seems to work only on changes, so it is very fast and not a big deal. I save each after each major change and I publish after each time I save and close, just so I do not lose anything, knowing I can always add or change what I have published.

19. There is a full screen view that is helpful to use when editing your page. However, you have to return to the partial screen, edit view to save. So don't forget to move out of full screen and save and publish before you exit.

20. You can use the Paragraph function to select a font size for a heading. I use **Heading 4,** although there are larger sizes (3, 2, and 1). If you know how to code, you can also do so.

21. Finally, there are ways at almost every level to "preview" what something will look like in the final view, and then return to your edit mode, so you don't have to close out of editing and go back into the site to see how something looks. At the basic level you can even preview in any of the available views. It is useful to try the mobile view just to be sure the alignments on your phone are what you expect.

RELATIONSHIPS

1. You may wish to begin with a summary of the relationships described in your family, so that the reader can identify individuals that appear later on the page. This tip was provided by Ken Watson, who built his own website.
   a. I have provided a link to a family tree using WikiTree. This is a collaborative, free, open website that strives to merge all related trees and to provide links to other tree maker software and to DNA sites to assist with genealogical research. If you don't already have a family tree or some other software preference, try WikiTree.
2. You may want to proceed chronologically, starting at the top of the page with the first generation (the children of Thomas R Wickenden) and proceeding to the latest.
3. You may want to use a heading such as "GENERATION ONE" to indent each succeeding generation.
4. I also think that bolding the names helps them to stick out, and I capitalize the names of the sons and daughters, as opposed to the spouses.
5. I use a family tree convention of putting a plus sign (+) in front of the name of a spouse.

COMMUNICATION

1. You can always email me with a comment or question.
2. Once you add your email to a (free) account, you are deemed a "user" and I will add you to a mailing list for group emails. We can add a "category" later to announce "events" such as reunions, celebrations, etc. There are comments from viewers that appear automatically and can be saved or not. We can also add a category to publish blogs on our site. And there are icons for use with various social media.
3. The terminology I am using comes mostly from SITE123, but some of it I have made up. Here is a glossary.

GLOSSARY OF TOM'S TERMS

Face page photo – the photo that shows along with the name of each Wickenden family.

Family pages – within the Thomas Rogers Wickenden Families section you will find one page for each of the eight families. SITE123 calls them "articles," I believe.

Memoirs – the book (also called the Memoir book) published in 1962 by the children of Thomas and Ida Wickenden called: *Memoirs of the Thomas Rogers Wickenden Family*.

Preview – a way to see what the published version will look like while you are in the edit mode (so you don't have to close out, look at the site, and then enter the edit mode once again). Sometimes indicated by a square box with an arrow icon.

Sections – see headings at the top or select the three-bar icon to see: *Home, About, Contents, Family History, Thomas Rogers Wickenden Families, Other Wickenden Families, Join Us Timeline, FAQ and News*. We may add others at some future date. SITE123 calls these "pages," I believe. Please let us know if there are any you suggest.

Website – www.thomas-r-wickenden-families.com